

# Faculty Handbook

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## 1.6 Governance Structure

Saint Mary's College of California

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## 1.6 GOVERNANCE STRUCTURE

Every decision made and action taken by the College attempts to fulfill the Mission and is guided by its spirit. Because that spirit finds its first and primary expression in the relationship between faculty and students, faculty have a particular responsibility to contribute to the effective operations of the College, especially in academic matters. The following section describes the role played by the faculty in the governance of the College.

### 1.6.1 SHARED GOVERNANCE

The ideal process for decision-making at the College relies on the foundational principles of Catholic Social Teaching that base all actions on a shared respect for all persons and a mutual commitment to the Common Good. Whenever possible, governance decisions will be the result of appropriate consultation achieving consensus or reasoned compromise. The Board of Trustees has the final authority to approve or disapprove changes to the Faculty Handbook brought to them by the President as provided in Section 1.8. Within the context of this authority, faculty and administrators acknowledge that governance of the College is both the expression and the actual practice of shared decision-making in all matters affecting academic quality at the College. These practices will be informed by a mutual commitment to the Principle of Subsidiarity. Faculty and administrators therefore recognize that even where faculty roles in the decision making process is advisory, that the practice of good government requires the following:

1. Timely consultation of the faculty within the Committee system set forth in Faculty Handbook, especially Sections 1.6 and 1.7;
2. Timely administrative response to faculty recommendations;
3. Timely access to faculty of all non-confidential records and documents relevant to permit the faculty to carry its responsibilities to give advice on matters under consideration, and
4. Faculty representation selected from faculty recommended by the Academic Senate or its Chair on all significant ad hoc committees and taskforces whose charges involve matters pertaining to academic quality.

Alleged breaches of any of the above four practices related to shared governance at the College are expressly within the grievable issues covered under Section 2.16.1.

#### 1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

1. Faculty membership on:
  - Academic Senate
  - Undergraduate Educational Policies Committee
  - Graduate and Professional Studies Educational Policies Committee
  - Program Review Committee
  - Admissions and Academic Regulations Committee
  - Faculty Welfare Committee
  - Grievance Committee
  - Committee on Committees
  - January Term Committee
  - Collegiate Seminar Governing Board
  - Core Curriculum Committee
  - Committee on Educational Technology
  - Committee on Teaching, Learning and Scholarship

2. Faculty membership on the Rank and Tenure Committee, in coordination with the Provost and the Office of Academic Affairs.

#### 1.6.1.1.1 Nominations

1. A Preference Survey will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year. One month prior to the distribution of the Faculty Preference Survey, the Academic Deans will submit to the Faculty Governance Coordinator a signed copy of the list of faculty exempt from standing for election and provide a reason for the exemption, based on the eligibility criteria stipulated in the Faculty Handbook (see 1.6.1.1.1(3) Eligibility, and 1.6.1.1.4(2)). All tenure-track faculty meeting the eligibility requirements are expected to complete the Preference Survey, indicating a first and a second preference for the committees on which they are willing to serve. The Committee on Committees shall assign a first and a second preference to those individuals who do not submit a Preference Survey.
2. The Faculty Governance Coordinator will prepare a nominating ballot for each office/committee seat based on (1) the faculty member's current eligibility status, (2) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (3) expression of willingness on the part of individual faculty members to serve as indicated by the survey, and (4) the current number of elected positions held by individual faculty members.
3. Eligibility: Determined according to (1) a faculty member's current status at the time of the Preference Survey (e.g., status in spring term for membership effective in fall term), (2) office or committee membership specifications as to faculty rank (tenure-track or tenured) and instructional duties (4/6 or more, or in the case of chairs and directors, whose instructional duties are 2/6 or more). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.
4. For each open position, each voter may select up to two candidates. The candidates receiving the most votes are placed on the final ballot. Normally, the final ballot should present twice the number of candidates for each open position. A faculty member who feels exceptional circumstances exist may request to the Chair of the Committee on Committees to have their name removed from the nominating ballot.

#### 1.6.1.1.2 Balloting

1. Any ballot must be available for five school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.
2. Ballots will be made available electronically. Access is regulated via individual usernames and passwords.
3. Upon the close of balloting, the result will be electronically tabulated.

#### 1.6.1.1.3 Election

From the list of nominees each voter must designate the same number of persons as specified for an office or membership. The specified number of nominees receiving the most votes are elected as members. A faculty member may not decline election.

#### 1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Committee on Committees the following are criteria for election:
  - a. Representatives must be faculty who appear on the Rank and Tenure roster, i.e. are “tenure-track faculty.”
  - b. Faculty representing Schools must be elected from their respective Schools. A faculty member may stand for election in one School only. Membership in a School is determined by the departmental appointment. In case of dual appointment or multiple eligibility, the faculty member decides in which School he/she will stand for election.
  - c. Faculty representing a program in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.
2. The following are ineligible to stand for election:
  - a. Presidents, Vice Presidents, Provosts, Vice Provosts, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
  - b. Faculty whose instructional duties are less than 4/6 at the time of election; (Also see 1.6.1.1.1.(3) Eligibility)
  - c. Chairs and directors whose instructional duties are less than 2/6 at the time of election.
3. A faculty member is not expected to serve at one time on more than two elected committees, and a faculty member serving on an intensive workload committee may choose not to serve on a second elected committee.
4. During the spring a faculty member is completing a full term on an intensive workload committee (Academic Senate, Undergraduate Educational Policies Committee, Rank and Tenure, Faculty Welfare, Program Review Committee, Core Curriculum Committee) that faculty member may ask for exemption from that election cycle through the chair of the Committee on Committees.

#### 1.6.1.1.5 Voting Rights

1. Elections conducted by the Committee on Committees:
  - a. Tenure-track Faculty. All tenure-track faculty will automatically receive notice that the election ballot has been electronically posted. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
  - b. Voting eligibility of Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty will be determined by Academic Affairs. Each year, by the beginning of the spring semester, Academic Affairs must submit to the Faculty Governance Coordinator a roster of eligible Salaried Adjunct, Assistant Adjunct and Associate Adjunct faculty who are teaching one or more full courses in the then current academic year. Non-academic administrators and coaches who are full-time College employees shall be eligible to vote if they teach one full course during the then current academic year. If the Faculty Governance Coordinator has not received the voter eligibility roster from Academic Affairs by the first week of the spring semester, a reminder will be sent to the Provost's office.

#### 1.6.1.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.
2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the most recent election of the position of the vacating member to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

#### 1.6.1.1.7 Committee Charter and Composition

The Academic Senate can modify the scope of responsibilities, the size of faculty committees and the length of service on faculty committees after the current edition of the Faculty Handbook is published to improve the efficiency and the effectiveness of the role of faculty in the College governance system (see section 1.6.1.2.1 (3)). Any changes identified by an official Academic Senate action can be made prior to the publication of the next edition of the Faculty Handbook. If faculty elections have been completed for the next academic year, the Academic Senate may not increase the length of service for a faculty member but may reduce the elected term to be served. The chairperson of the Committee on Committees has the responsibility to discuss changes with faculty impacted by Academic Senate actions.

#### 1.6.1.2 The Academic Senate

##### 1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Academic Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Provost, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.2(3)). It also advises the President and Provost about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Academic Senate to exercise its judgment in an informed manner.
5. The Academic Senate, in collaboration with the Provost, may call a Special General Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

##### 1.6.1.2.2 Responsibilities of the Academic Senate and Relationship to the Campus Community

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see section 1.6.1.2.9.1(1) Executive Meetings, section 1.6.1.2.9.1(2) General Meetings, and section 1.6.1.2.9.1(3) Special General Meetings). These reports and recommendations are submitted to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems it appropriate). The Provost will keep the Academic Senate informed of action taken. When the Provost has chosen not to act or to act contrary to the Academic Senate recommendations, the Provost informs the Academic Senate of his/her reasons. (See 6b below for details.)
2. From time to time, the Academic Senate will make recommendations to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems it appropriate) concerning governance structures at the College. The Provost will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the election procedures for and membership of faculty committees of the College. The Academic Senate has these responsibilities for the following committees: the Academic Senate and its committees, Rank and Tenure Committee, Academic Administrators Evaluation Committee, Grievance Committee, Faculty Welfare Committee, Committee on Committees, the January Term Committee, Collegiate Seminar Governing Board, the Core Curriculum Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, the Committee on Educational Technology, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8 Revision Process of the Faculty Handbook.) The Academic Senate designates committees as being of intensive workload.
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Academic Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core. The actual appointments of the Vice Provost and Deans are made by the Provost, in consultation with the President.
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Academic Senate's actions are of two kinds: those for which the Academic Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Provost for consultation, approval, or disapproval.
  - a. The Academic Senate's authority to act on its own is defined in sections 1.6.1.1.7, 1.6.1.2.1, 1.6.1.2.2, and 1.6.1.2.9.(3).
  - b. Motions of the Academic Senate that are sent to the Provost (and other administrative bodies of the College and/or Board of Trustees when the Academic Senate deems appropriate) will be responded to in writing within 60 working days. In the case of disapproval, the response will include the Provost's concern(s) about the motion. Requests which are forwarded to the Academic Senate by the Provost will be acted upon within 90 school days.

#### 1.6.1.2.3 Faculty Officers

1. Academic Senate Chair

The Chair presides over the general, special general, and executive meetings of the Academic Senate (see section 1.6.1.2.9.1, Meetings). The Chair sets the calendar for all meetings and coordinates the agenda for executive meetings. The chairperson assumes office after serving one year as vice chairperson. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

The chairperson appoints the parliamentarian for a one-year term and works closely with the parliamentarian to ensure Senate business is conducted according to sound and accepted principles of order. Likewise, the chairperson works with the faculty governance coordinator to ensure a careful record of proceedings and their posting.

The Chair serves on the College Committee on Inclusive Excellence, Provost's Academic Council of Deans, Academic Administrators Evaluation Committee, Budget Committee, Faculty Handbook Review Committee, and the Academic Affairs and Enrollment Committee of the Board of Trustees, and is the Faculty Representative to the Board of Trustees.

## 2. Academic Senate Vice Chair

The Vice Chair is elected by the faculty at-large for a three-year term, the second year of which the Vice Chair serves as Chair, and the third year of which the Vice Chair serves as Past Chair. The Vice Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office. The vice chairperson is a voting member of the Academic Senate on all matters and substitutes for the chairperson should the chair become ill or need to be absent.

The Vice Chair is chair of the Committee on Committees, and serves on the Provost's Academic Council of Deans (in the spring) and the Budget Committee.

## 3. Academic Senate Past Chair

The Past Chair assumes office the year following service as the Chair. The Past Chair is a voting member of the Academic Senate on all matters and together with the Chair and Vice Chair serves as a "faculty officer" of the Academic Senate.

The Past Chair serves on the Provost's Academic Council of Deans (in the fall), and as the Faculty Representative to the Alumni Board.

### 1.6.1.2.4 Succession

If the Chair is unable to continue in office, the Vice Chair assumes the office of Chair, and continues as chair-through the following year, i.e., the year they would normally serve as chairperson.

If the Vice Chair cannot assume the office of Chair upon the latter's completion of their term, the Academic Senate shall elect, by majority vote, a Chair for the upcoming year. Normally, nominations will be made from among the current and former members of the Academic Senate.

If the office of Vice Chair becomes vacant, due to resignation or assumption of the office of Chair, the Academic Senate shall elect a current or former member of the Academic Senate to serve the remainder of the one-year term as Vice Chair. A regular election shall be held in the spring for the following year's Chair and Vice Chair.

### 1.6.1.2.5 Parliamentarian

The Chair shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the Chair, shall be present at all general, special general and executive meetings of the Academic Senate but shall not have a vote.

### 1.6.1.2.6 Faculty Governance Coordinator

The Faculty Governance Coordinator provides administrative support to the Academic Senate and its elected faculty committees. In addition, she/he:

1. Takes minutes of general and special general meetings of the Academic Senate and prepares them for posting;
2. Attends all Executive Meetings of the Academic Senate. Prepares agenda (coordinated by the Senators present at the executive meeting), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
3. Maintains the Faculty Governance website, posting memberships, agendas, current reports and proposals, minutes, meeting schedules, etc.
4. Maintains all pertinent records and correspondence of the Academic Senate;
5. Serves as an ex-officio, non-voting member of the Committee on Committees;
6. Coordinates and conducts the yearly faculty elections, in consultation with the Chair of the Committee on Committees;
7. Performs other duties related to the conduct of Academic Senate business;
8. Supports the Undergraduate Educational Policies Committee, the Graduate and Professional Studies Educational Policies Committee, the Admissions and Academic Regulations Committee, and the Program Review Committee, as well as other committees of the Academic Senate;
9. Keeps calendars, notices to faculty and maintains the Faculty Governance website for each of the above committees, as well as the Academic Senate, Academic Administrators Evaluation Committee, and the Faculty Welfare Committee.

The Faculty Governance Coordinator is selected by the Chair of the Academic Senate with the assistance of the Human Resources office and according to established College procedures. The Faculty Governance Coordinator reports to the Chair.

#### 1.6.1.2.7 Membership

The Academic Senate consists of 10 elected members, and 1 appointed member, distributed as follows:

- past chairperson (in the year following service as chairperson)
- chairperson (tenured)
- vice chairperson (tenured chairperson elect)
- four tenured faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education
- two tenured faculty members to be elected at-large from the four schools listed above
- one faculty member on the Rank and Tenure roster who does not have tenure to be elected at-large from the four schools listed above
- one parliamentarian, non-voting, appointed by the chairperson for a one-year term

#### 1.6.1.2.8 Terms of Office

Senators are elected for a two-year term, renewable once consecutively. The terms are staggered so that approximately one-half of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Academic Senate election in this senator's School.

Should a senator be unable to complete their term, the runner-up in the most recent Academic Senate election for this position shall complete the term. If the runner-up is not



able to serve, the chair of the Academic Senate will appoint a replacement (see section 1.6.1.1.6, Resignations and Appointments).

The parliamentarian may be reappointed for an additional one-year term.

#### 1.6.1.2.9 Duties of the Academic Senate

The Academic Senate has five duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Academic Senate committees, the President, the Provost, the Vice Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committee are forwarded directly to the Provost;
  - b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Educational Policies Committee and reported directly to Vice Provost for Academic Affairs and the Registrar;
  - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
  - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general and special general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the Provost, the Vice Provost for Academic Affairs, the Deans of the Schools and the Dean of the Core
- b. The committees list under 1.6.1.2.2(3).
- c. The Academic Senate itself. Any member of the Academic Senate, with the consent of the majority of the Senators present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Academic Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Academic Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

In order to avoid jurisdictional disputes and duplication of effort, faculty- and Academic Senate-initiated requests will ordinarily be sent for review to an appropriate committee.

Similarly, recommendations and reports received from committees may be returned for further study. Otherwise, all recommendations, reports and requests will be assigned to one of the two following categories:

- i. The consent agenda.

Items identified as "consented to" are those which, in the judgment of the majority of Senators present at the executive meeting, require no further discussion by the Academic Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues that other committees have fully reviewed and to which the Academic Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A majority vote of Senators present at the executive meeting is required to place an item on the consent agenda, with the exception of the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, and the Admissions and Academic Regulations Committee items for the consent calendar, as explained below. All Academic Senate actions on a designated "consent agenda" item are taken at a general meeting of the Academic Senate and are directed to the appropriate College officials for further action, if needed.

All items from the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, and Admissions and Academic Regulations Committee come to the Academic Senate and go on a consent calendar for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, or Admissions and Academic Regulations Committee is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College's Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the Undergraduate Educational Policies Committee, Graduate and Professional Studies Educational Policies Committee, or Admissions and Academic Regulations Committee;
- the item involves a modification to the Faculty Handbook.

Items will remain on the consent agenda unless removed by the Academic Senate at a General Meeting. Any item may be removed from the consent calendar by a motion supported by four Senators. The Academic Senate will then reconsider that item for further action.

ii. Items for consideration

Reports and actions from all faculty committees come to the Academic Senate for consideration, except as defined in (i) above.

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a tenure-track faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.3.1, Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation).
5. To initiate Academic Senate task forces for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Academic Senate shall exercise due caution to assure that the responsibilities of its task forces do not overlap those of other existing committees.

1.6.1.2.9.1 Meetings

Academic Senate meetings are of three types: general, special general, and executive. Ordinarily, one general meeting is scheduled every three weeks from August through May.

1. Executive Meetings

The Chair shall convene a meeting of faculty officers as well as Senators, approximately one week prior to each General Meeting to prepare the agenda for the General Meeting. The time and location of these meetings (Executive Meetings) shall be posted on the Faculty Governance webpage.

a. Quorum

A minimum of one faculty officer and two other Senators (either faculty officers or other Senators) must be present to prepare the agenda.

b. Consent Agenda

See section 1.6.1.2.9(2.d.i) The consent agenda.

2. General Meetings

The general meeting of the Academic Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Academic Senate, concerning which the Academic Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

- a. Informational items in which the Academic Senate grants invited speakers an opportunity to address the faculty at-large;
- b. Committee reports;
- c. General items of faculty interest, including items not yet ready for action, for which the Academic Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Academic Senate on a motion not open for debate.

Among the actions the Academic Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

Normally, the Chair will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the Chair, at which time discussion may be restricted to Senate members.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Academic Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see section 1.6.1.2.14, Rules of Procedure).

The consent agenda and actions taken at the general meetings are forwarded to the Provost, with copies to the President of the College.

### 3. Special General Meeting

If additional general meetings are required for the Senate to conduct its business, the Chair consults with the Senate and, if agreed, schedules additional general meetings. A special general meeting may also be requested by the President of the College, the Provost, a petition signed by three members of the Senate, or a petition signed by ten faculty who are not members of the Senate. The special general meeting must be scheduled with sufficient time (normally at least one week) for adequate notice to be given to all faculty members.

#### 1.6.1.2.10 The Provost

The Provost may:

1. Approve the motion as presented in writing within 60 working days; or
2. Consult with the Academic Senate about possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove. The response will include the Provost's concern(s) with the motion and be submitted within 60 working days. When the Academic Senate deems it appropriate, they may request that the motion and the Provost's concerns be sent to the President and/or the Board of Trustees. Such an action would require a two-thirds majority vote of the Academic Senate.

For the first Senate meeting of each academic year, the Provost will submit a report to the Academic Senate on the status of its actions from the previous academic years, if there are any.

#### 1.6.1.2.11 Quorum

The quorum for General and Special General meetings of the Academic Senate is five voting members in addition to the Chair or Vice Chair. A quorum must be present within 15 minutes of the scheduled time. In the absence of a quorum, the Chair may decide to proceed with the determination of an agenda for the next general meeting. The Academic Senate may not, however, take any other action requiring a vote.

#### 1.6.1.2.12 Attendance

Members of the Academic Senate are expected to attend all executive, general and special general meetings. General and special general meetings are open to all faculty members. Staff may attend without special invitation. Students may attend at the discretion of the chairperson, subject to appeal by a motion from the floor.

#### 1.6.1.2.13 Voice

All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general or special general meeting. Staff and students may speak with the permission of the Chair.

#### 1.6.1.2.14 Rules of Procedure

All general and special general meetings of the Academic Senate are governed by Roberts Rules of Order, Revised, as modified in the Rules of Procedure of the Academic Senate at Saint Mary's College, which are posted on the Academic Senate website. These Rules of Procedure shall be approved at the first Meeting of each Senate year.

#### 1.6.1.2.15 Business Procedures

1. Additions or changes to the agenda can be made only by a two-thirds vote of the Academic Senate on a non-debatable motion.
2. The procedure for council or committee recommendations or reports to the Academic Senate is the following:
  - a. Councils or committees present to the Academic Senate in writing a signed recommendation or report. A minority report of the committee may be submitted if supported by two voting members of the council or committee.
  - b. The text must be distributed to members of the Academic Senate at least 48 hours prior to the executive meeting at which it will be discussed.
  - c. Any recommendation or report will be considered as a principal motion, seconded by the committee vote, which must be reported.
3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the Chair of the Academic Senate at least 48 hours prior to the executive meeting at which it will be discussed (see section 1.6.1.2.9.1(1) Executive Meetings).
4. The Academic Senate will not proceed to consider and/or discuss an item unless the documents that are to be the basis of discussion have been distributed to Senators 48 hours before that meeting. The Chair has the discretion to make an exception to this requirement.
5. Discussion
  - a. Each faculty member wishing to speak to a particular motion is limited to three minutes. Remaining time may be yielded to another speaker.
  - b. Speakers are called in the order in which they have notified the chairperson of their desire to speak.

#### 1.6.1.2.16 Presidential Response

The President of the College may report to the faculty at a general meeting on areas where consultation is needed or on executive action to be taken. Such an executive report should be included on the agenda.